

# CENTRAL INTELLIGENCE AGENCY

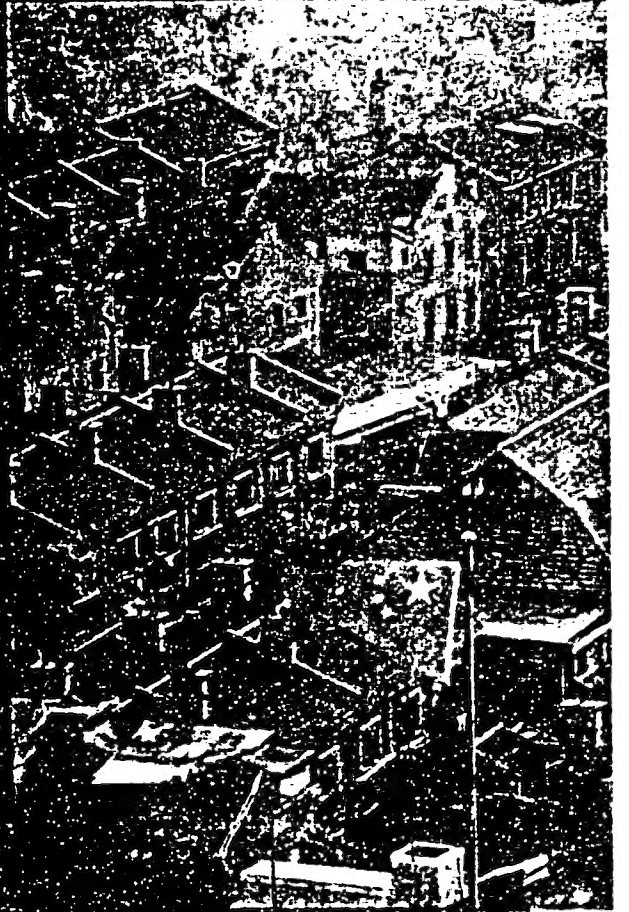


*"We produce timely and  
high-quality intelligence  
for the President and  
Government of the United  
States . . . We measure our  
success by our contribution  
to the protection and  
enhancement of American  
values, security, and  
national interest."*

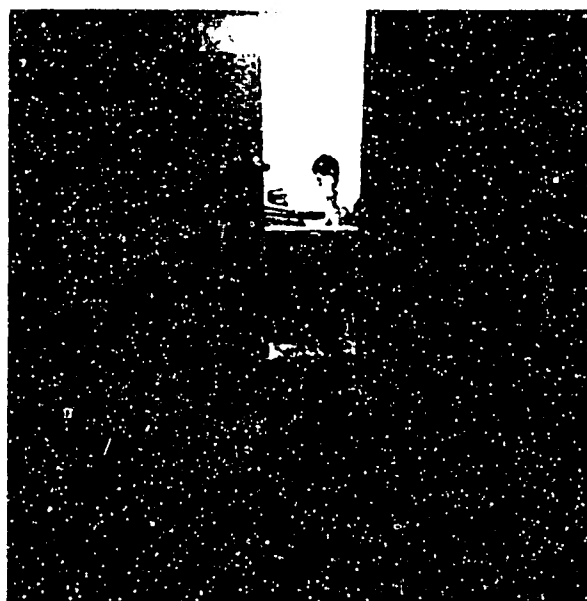
Excerpt from the Oath of  
The Central Intelligence Agency



The Central Intelligence Agency  
is an Equal Opportunity Employer.



# The Need for Intelligence



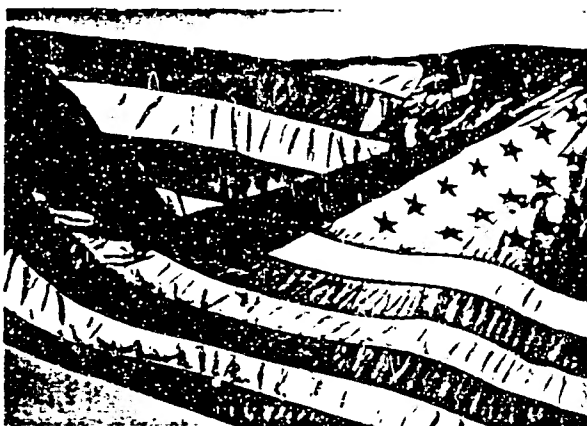
Intelligence is information — information about the intentions of potential adversaries that nations gather to formulate their foreign and security policies. Intelligence is not a new concept; the Bible mentions the Israelites seeking out the intentions of their enemies. Nor did it arise only in the Holy Land. The ancient civilizations of China, India, and Africa collected intelligence, as did the Incas, the Aztecs, and the Plains Indians in the Western Hemisphere.

Much information has always been easily available. Reports of diplomats have been the source of intelligence information for centuries. Friendly nations trade and allow open travel and interchange of information and ideas of all kinds. Today, huge amounts of information are openly published and broadcast every day, even in countries with restrictive policies.

To gather information that is not freely available, states traditionally have used clandestine means — human agents who gather facts through personal observation and through informants with personal or ideological motives. As technology has developed, intelligence organizations have employed it to supplement the efforts of human sources. The telegraph, micrograph, and camera were all put to use for intelligence gathering almost as soon as they were invented.

Over the centuries, intelligence services have been responsible for many successes as well as some fiascos and tragedies. The failures importantly become well known; the successes usually cannot be publicized. Battles and even wars have been won — or avoided — through good intelligence.

## A History of Service



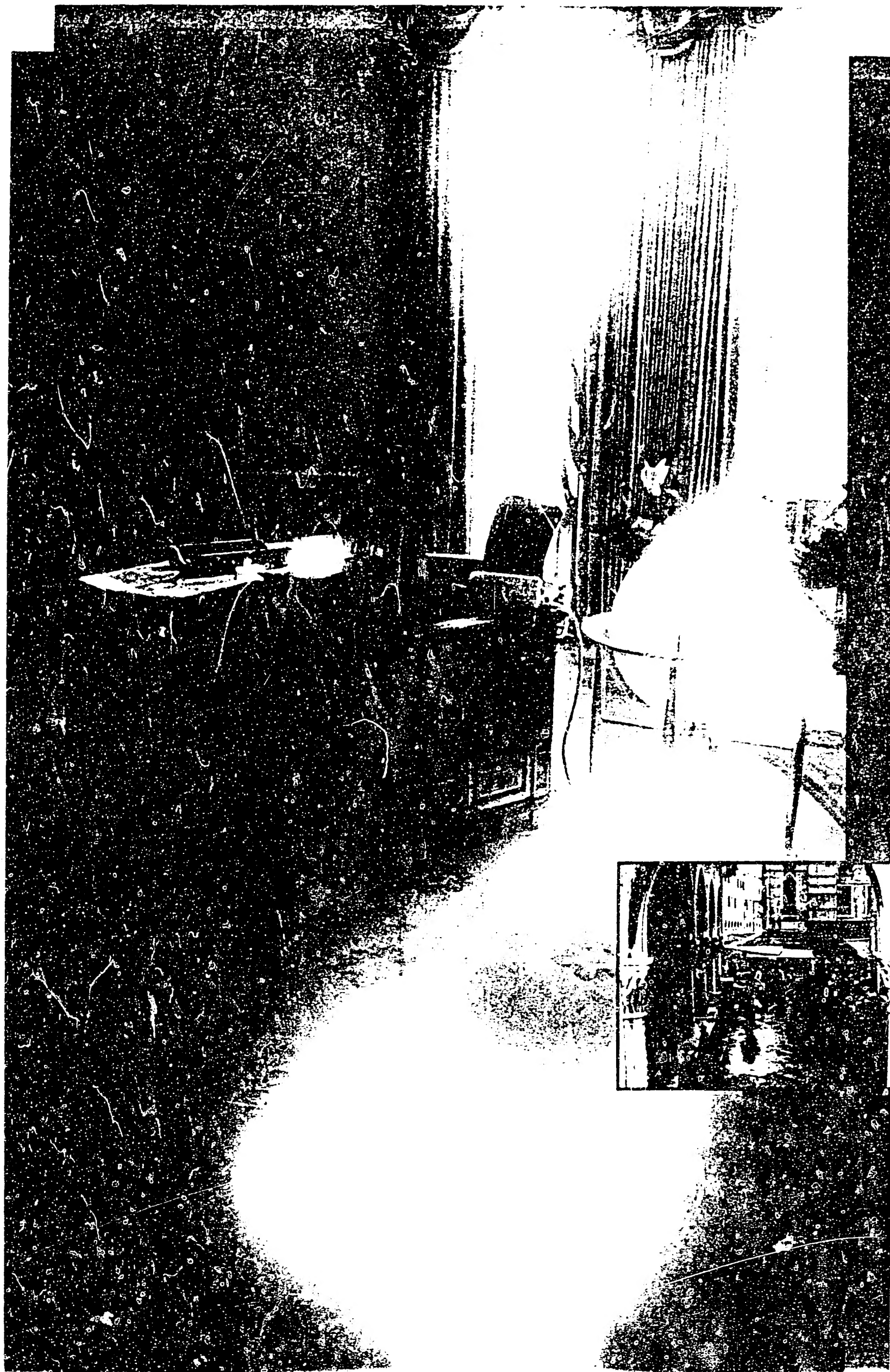
Although the CIA has existed only since 1947, intelligence is not a new phenomenon even in American history. George Washington, as Commander-in-Chief, directed a handful of agents during the Revolution. At the same time, the Continental Congress' "committee of secret correspondence" kept up with developments abroad through several quasi-diplomatic agents.

The Constitution charges the Federal Government with providing for the defense of our country. Through the 19th century, guarded by two oceans and largely isolated from world affairs, the United States relied for protection on a rather modest Army and Navy. The armed services kept up with developments in foreign armies, and the diplomatic corps provided limited "political" intelligence. True, both sides in the Civil War employed spies, but even as late as 1929 Secretary of State Stimson said that "Gentlemen don't read other people's mail" and proceeded to shut down our fledgling World War I communications intelligence operation.

The experiences of World War II changed all that. The Pearl Harbor disaster persuaded our leaders that the U.S. could never again afford to be surprised by an enemy attack. Congress created a civilian-controlled, centralized system for collecting and analyzing intelligence from all sources. With the emergence of the U.S. as leader of the Free World and the advent of the Cold War, this system was needed even in peacetime and it had to be worldwide in scope. To serve that mission, the Central Intelligence Agency was created.

CIA does much more than collect information. Its analysts interpret this information on a nonpartisan, nondepartmental basis for the President and other policymakers. CIA provides leadership and services of common concern for the intelligence components of other Executive Branch departments — known as the Intelligence Community. It also conducts counterintelligence operations abroad to frustrate foreign espionage against the U.S. And it undertakes covert action abroad at the direction of the President.





# A Distinguished Service



Americans sometimes ask whether maintaining an intelligence service — particularly one conducting covert action — is compatible with our democratic values.

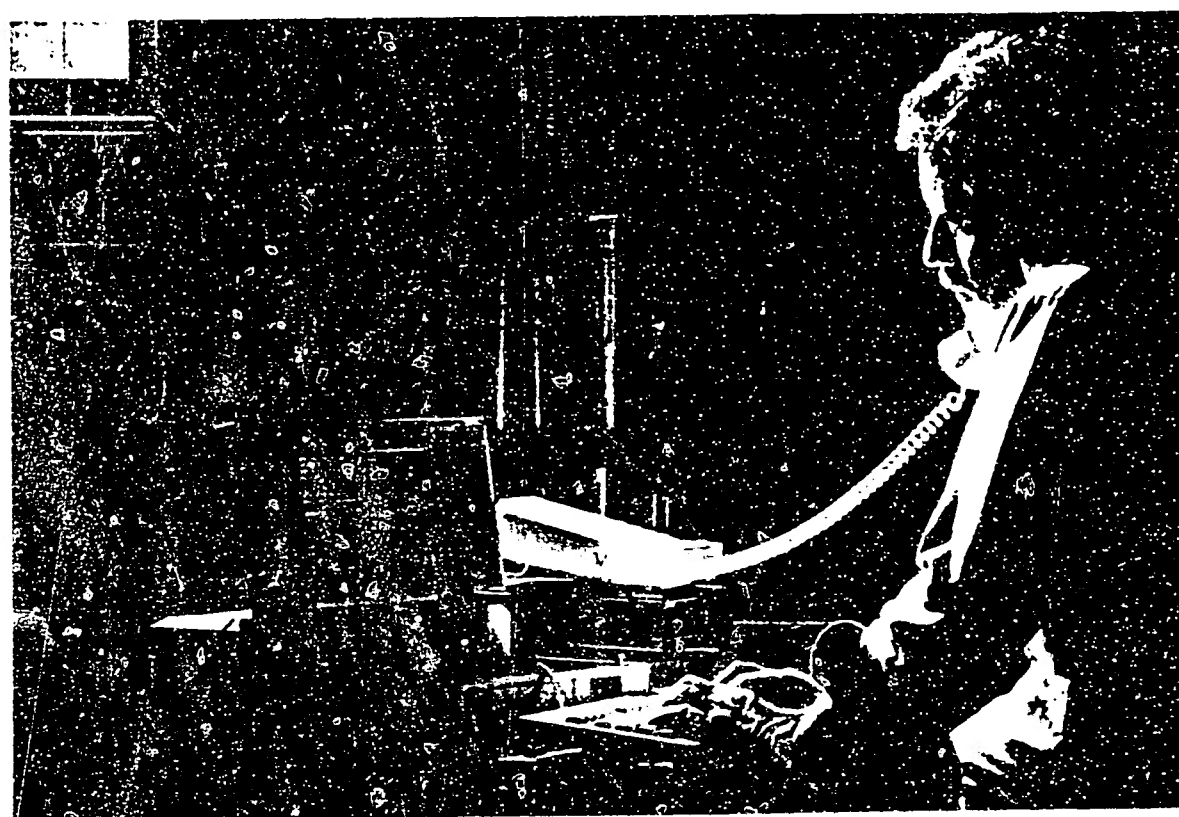
Intelligence has taken place alongside diplomacy and the armed services as a foreign policy tool. In an age when destruction can be visited on our country in a matter of minutes, knowledge about potential adversaries' capabilities and intentions is critical.

And history demonstrates that for any country engaged in world affairs, good intelligence must be unbiased intelligence. Although the personal political preferences of CIA's employees range from conservative to liberal, CIA by statute and in point of fact provides the most objective assessments possible to policymakers. CIA men and women are proud that they have consistently maintained a nonpartisan approach regardless of the administration in office.

Covert action — the application of foreign policy in ways that mask the involvement of the U.S. government — is a useful policy tool in situations where open U.S. assistance may be counterproductive. It allows us to help friends or confuse adversaries in situations where normal diplomatic tactics may be ineffective and resort to military force must be avoided.

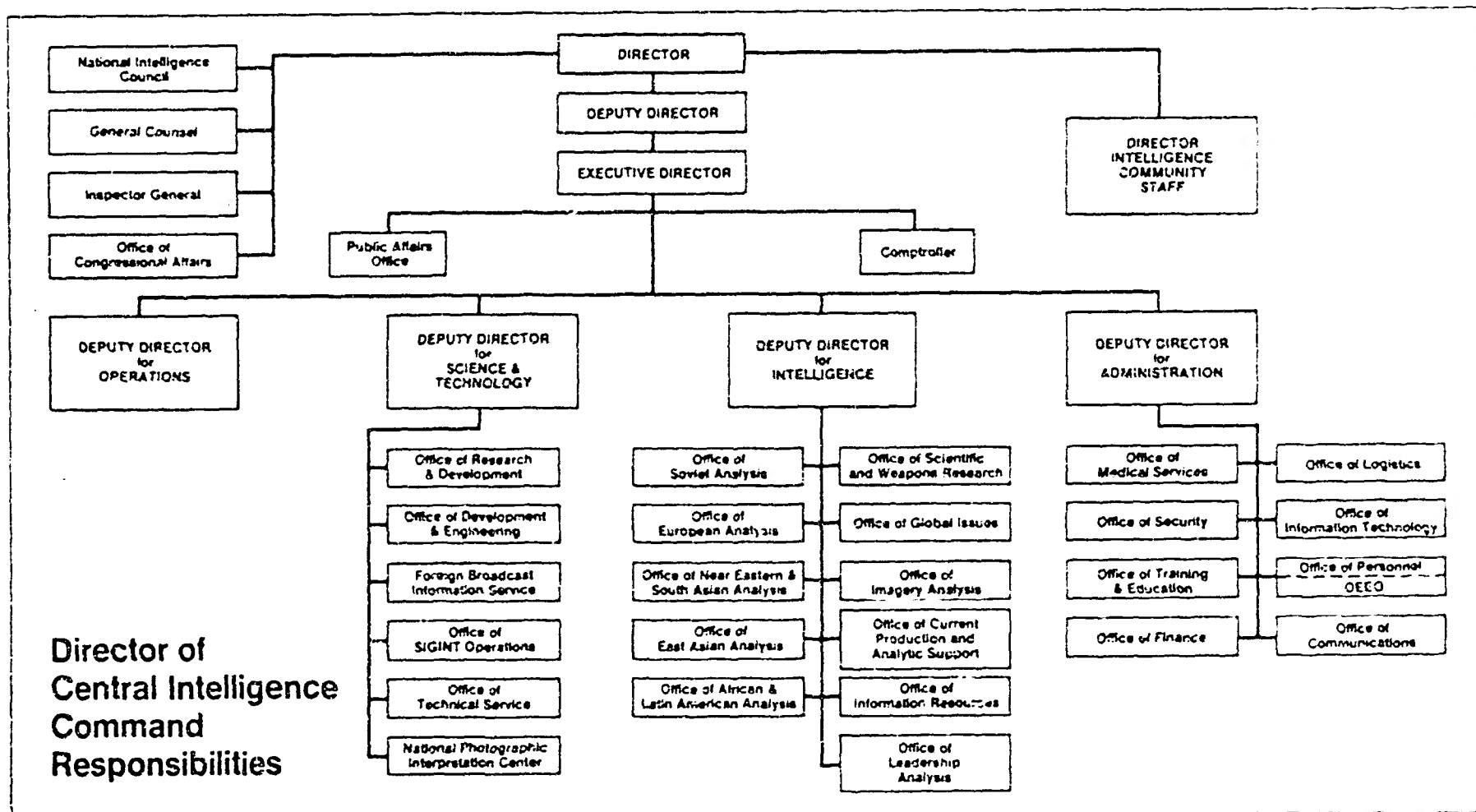
Determining what U.S. foreign policy should be and what tools should be used to implement it is *not* CIA's role. Responsibility for foreign policy rests with the President and the Congress — all elected by the American people. The laws establishing and regulating CIA have been carefully drafted to deny CIA a policymaking role, and CIA people are subject to the same laws as are other Americans. CIA acts only when policymakers determine that it should.

The profession of intelligence demands dedication, living up to the CIA Credo while serving our country. It is seldom as glamorous as novels and movies portray it, but it is challenging and exciting. For some, intelligence can be dangerous. Inside the entrance of the CIA Headquarters building is a marble memorial with over fifty stars chiselled into its surface — in remembrance of employees who have sacrificed their lives in the course of their official duties.





The Director of Central Intelligence (DCI) is the primary adviser to the President and the National Security Council on foreign intelligence matters. The DCI heads the CIA and coordinates the foreign intelligence activities of the Intelligence Community — the National Security Agency, the Defense Intelligence Agency, and the intelligence components of the Departments of State, Treasury, Commerce, Energy, the armed services, and the Federal Bureau of Investigation. He has overall responsibility for preparing the Community budget, coordinating information collection efforts, protecting intelligence sources and methods, and conducting long-range planning.

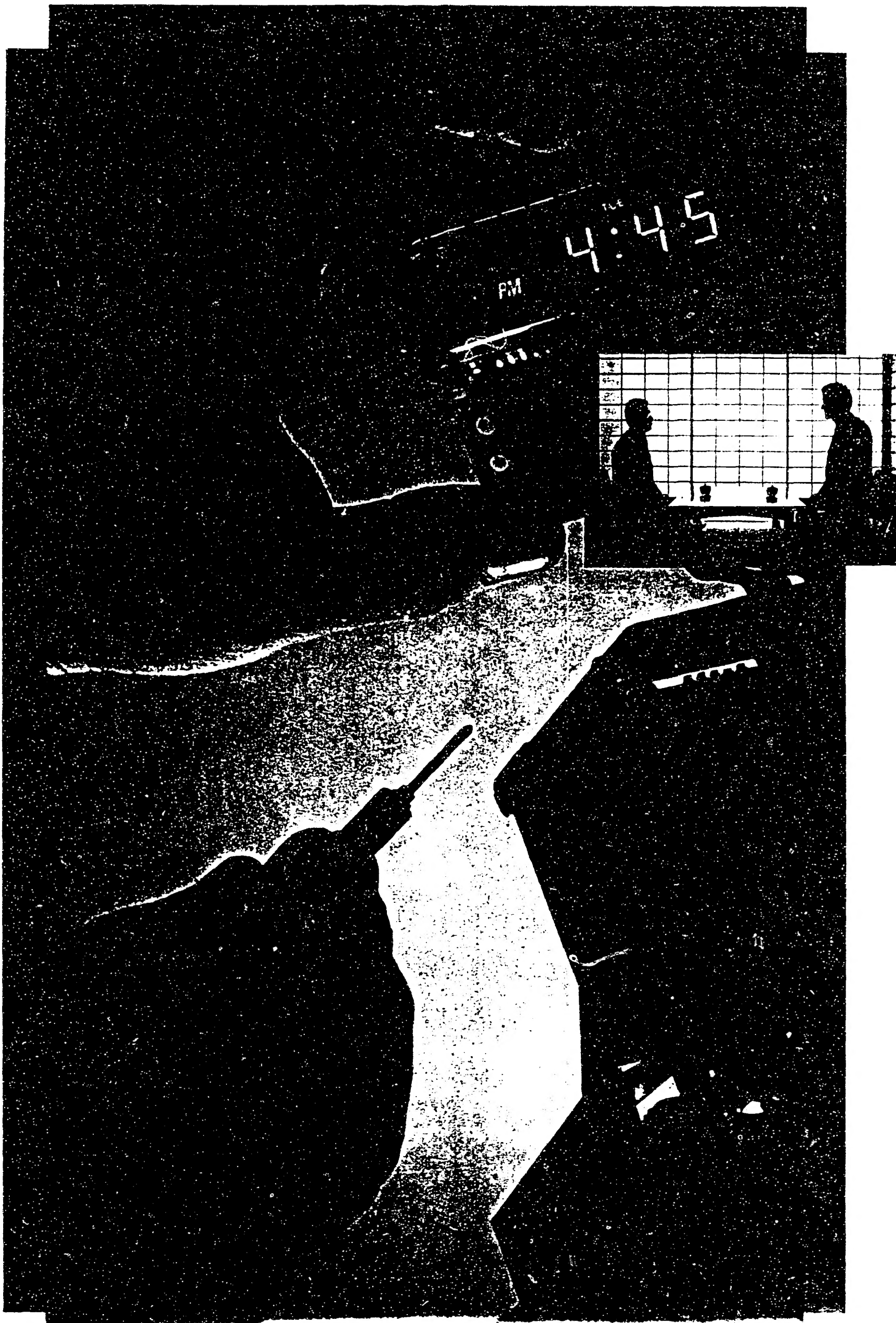


The DCI has a number of staffs immediately assisting him, including the offices of the Inspector General, Congressional Affairs, Public Affairs, the Comptroller, and the General Counsel. These staffs and offices draw upon experienced personnel from within the CIA, but some people are occasionally hired directly from outside. The General Counsel, for example, regularly recruits from outside CIA, offering unique opportunities in the relatively new field of intelligence law.

The CIA is organized into four major components called Directorates which together carry through "the intelligence process" — the cycle of collecting, analyzing, and disseminating intelligence. The Directorate of Operations (DO), the clandestine arm of the CIA, collects foreign intelligence and conducts counterintelligence and covert action operations. The Directorate of Science and Technology (DS&T) designs, develops, and operates technical collection systems. The Directorate of Intelligence (DI) collates and analyzes information, reporting the findings to the policymakers. The Directorate of Administration (DA) provides comprehensive support for the other three directorates.

These tasks rely on the specialized skills of thousands of CIA employees in virtually hundreds of professional career fields. The CIA will be discussed further in the next chapter.





## Intelligence Collection ...The Human Element



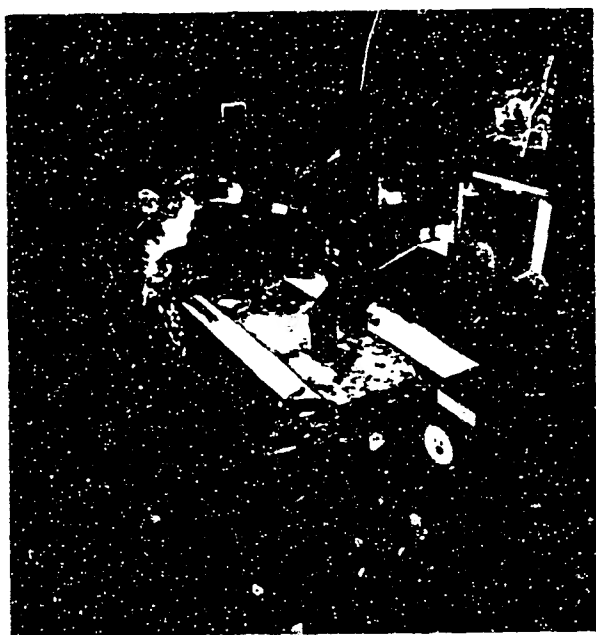
The Directorate of Operations (DO) — the Clandestine Service — is a very special part of CIA. It is made up of men and women who are dedicated to seeking information vital to the security of our country and its people.

This is a secret service with its own specialized way of recruiting, training, and maintaining networks of human agents — some might call them spies — to collect information about events and issues that threaten or might be potentially harmful to our country. Operations officers receive extensive training in specialized tradecraft, interpersonal relations, and language skills before moving overseas. They serve worldwide, supported by administrative and communications specialists, in a diverse and exciting working environment.

Although the primary focus of operations officers is the collection of foreign intelligence, they are also involved in counterintelligence abroad. They must be concerned with the activities and intentions of hostile intelligence services throughout the world. A very small percentage of operations overseas involve covert action, where diplomacy will not work and military force is inappropriate.

Clandestine Service officers are married and single, and come from all races, creeds, and backgrounds. They have an intense interest in foreign service and in working with a diverse range of people, as well as a driving curiosity about the world. They are well-educated, both academically and practically. Courage — physical, intellectual, and moral — is a common trait. They must be adaptable, well-disciplined, and capable of accepting anonymity in the ordinary world. The recognition of their peers and their contribution to national security are their rewards.

## Intelligence Collection ...Technology At Work



Every day, advances are made in technology that have implications for intelligence. Many of these advances are made by the scientists, engineers, and other professionals of the Directorate of Science and Technology (DS&T). Their job is to identify, develop, and apply technology to promote the collection, analysis, and dissemination of intelligence.

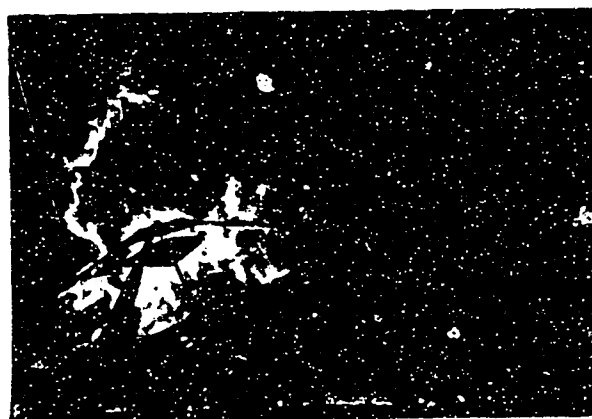
The activities of the DS&T are as diverse as the technologies that are shaping our modern world, but they fall into two broad areas.

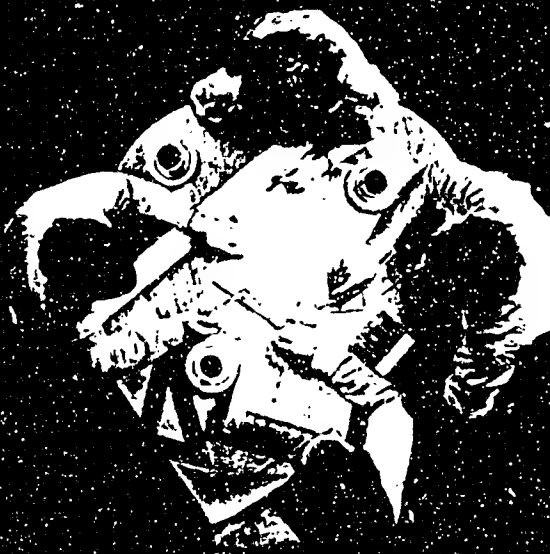
The first area is the development and integration of new technologies. Some of the products of DS&T efforts are for use within the entire Intelligence Community; these include video and image enhancement, chemical imagery, advanced antenna design, electro-optics, large systems modeling and simulation, and laser, analog, digital, and satellite communications. DS&T scientists and engineers conceive, design, develop, and produce some of the most advanced technologies in the world. Working somewhere beyond the state of the art is the norm in the DS&T.

The second area involves the collecting and processing of certain kinds of intelligence information — broadcast and print media from around the world, signals and electromagnetic radiation, and overhead photography. DS&T specialists process and analyze this information to make it usable by analysts in other CIA directorates as well as other agencies of the Intelligence Community.

Scientific and technical professionals want to work with the most advanced equipment and concepts, and they want the freedom to work to the limits of their capabilities. DS&T people are given this opportunity and the tools and equipment to support their ambitions. And they can put their unique talents to work in ways that directly serve their country.

The DS&T is a world of challenge and accomplishment, a world where results are quickly seen and often make a real impact on foreign policy.





## Intelligence Put to Work ... What Does It All Mean?

The men and women of the Directorate of Intelligence (DI), the CIA's analytical arm, analyze and interpret information collected by the IO and the DS&T, as well as information obtained from public sources. They receive huge amounts of information, sometimes complementary but often conflicting and usually incomplete. They integrate this information, evaluate its reliability, and analyze it with regard to both immediate and long-term implications. Objectivity, experience, and insight all play important roles in this process.

This process is not complete, however, until the results of the analysts' work are sent to the policymakers. Using several formats, ranging from short, daily reports to videotapes to extensive research papers that may take months to prepare, analysts pass their findings to a variety of consumers, including the President and Vice President, appropriate Cabinet members, the National Security Council, and other policymakers in the Departments of State, Defense, Commerce, Energy, and Treasury. Analysts also frequently are called on to give oral briefings to policymakers.

The DI employs specialists in a wide variety of fields: economic and political analysis; scientific and military assessment; geographic and biographic studies; and computer applications such as advanced data processing, modeling and simulation, and analytical methodology. Most analysts work in the Washington area, but they have frequent opportunities to travel abroad. The DI encourages its people to complete or continue their studies with in-house training or at outside universities.

In addition to substantive knowledge, DI men and women must have excellent writing skills. They must be ready and able to produce whatever kind of presentation is required, and they must be ready to work under demanding deadlines and considerable pressure. Often, a few hours can make the difference between a critical prediction and an after-the-fact report.

## Administration ... Supporting the Intelligence Process

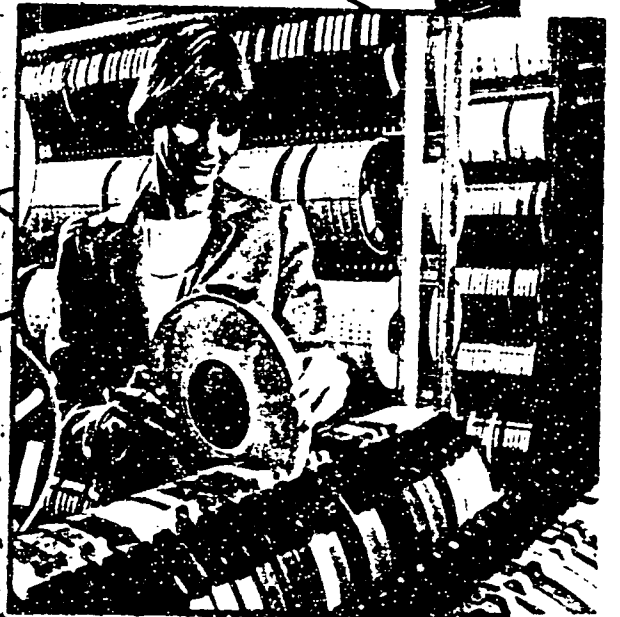


The Directorate of Administration (DA) is the support element of the CIA. Its men and women provide vital and innovative services in personnel and financial management, communications, computer technology, medicine, security, logistics, and training.

Indeed, the DA offers worldwide opportunities for the most diverse range of career disciplines in the CIA. Printers, photographers, television production specialists, and graphic artists support the CIA's mission to collect and produce finished intelligence. Telecommunications engineers, physicians, security specialists, logistical support officers, and medical technicians are crucial team members in the CIA's overseas operations. Architects and engineers design new Agency facilities, such as the new one-million-square foot headquarters annex. Security officers and engineers work together to ensure that CIA facilities worldwide are secure from physical and technical penetration. Computer programmers and analysts work with state-of-the-art equipment and software to deliver a powerful array of information technology to CIA and Intelligence Community professionals.

There are payrolls to be met; new employees to be interviewed, hired, and trained; and a network of internal communications and information systems to be installed and managed. The CIA's global financial operations are complex, demanding, and challenging. Personnel administration offers unique opportunities in human resource management. The recruitment of personnel is a special challenge, using one of the most highly developed security clearance procedures anywhere in the world.

Finally, a special group of administrative officers provides broad general support to other CIA personnel in their collection and analysis





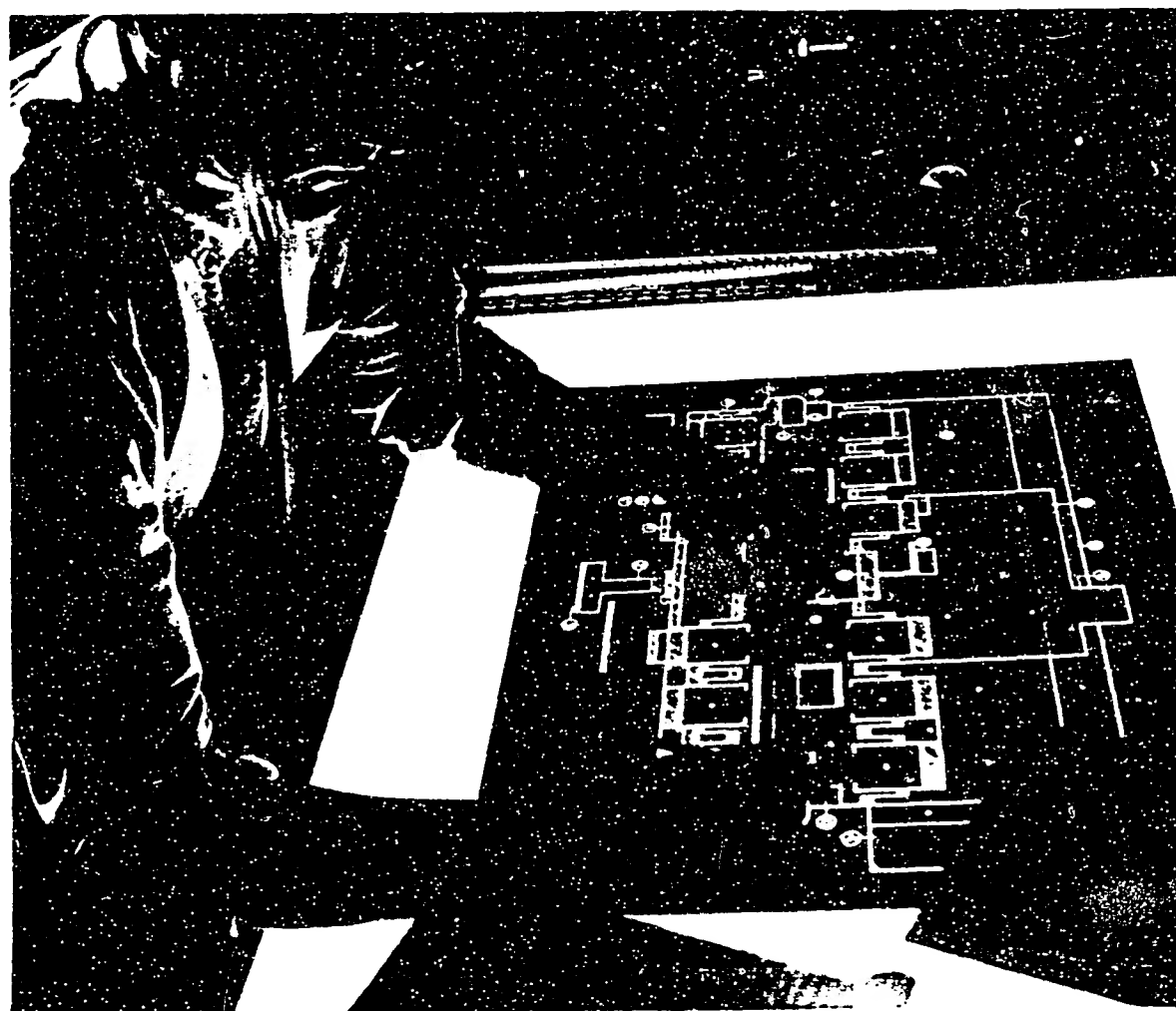
## More Diversity Than Any Corporation

Special people with special missions. That describes the men and women who have chosen careers in CIA. The tasks they perform are often unique and require unusual skills. Even professions that may seem ordinary elsewhere take on a special aspect, an added dimension, within CIA.

The range of professional fields the CIA requires to fulfill its missions is extraordinary. More than any business or industry, perhaps more than any other government agency, the range of CIA responsibilities demands a diversity of expertise. The most specialized scientists, physicists, and engineers have found careers in the CIA, and so have liberal arts graduates with the broadest of interests: economists, engineers, and graphic artists . . . specialists in foreign languages and computer languages . . . the person who takes photographs and the person who designs and builds cameras . . . political analysts and psychological analysts . . . secretaries, data processors, media specialists, and librarians.

The nature of CIA's work is almost always secret, and this affects the daily working lives of CIA people, particularly those working abroad. Much of what we do is high-level, anticipating world events. Serving the President and other policymakers is a great responsibility and adds a special excitement to our work. Few careers are as important as serving our country. CIA men and women take satisfaction from knowing that what we do is truly important.

Doing work that counts . . . making a positive difference in the world . . . these are things most people would like to do. Those who do so by choosing careers in CIA find challenges and satisfaction there that simply are not available anywhere else.



# CHALLENGING JOBS IN ALMOST EVERY DISCIPLINE IMAGINABLE

Art and Manufacturing

CAD/CAM

Accounting

Agriculture

Anthropology

Architecture

Business Administration

Cartography

Chemistry, Chemical Engineering

Communication

Computer Science

— ADP

— artificial intelligence

— data base management

— expert systems

— hardware and software

— networking

— operations

— programming

— systems analysis

Contract Project Management

Crafts & Trades:

plastics, leather, wood, tools and

dies, printing, engraving, art,

papermaking, bookbinding,

ceramics, modelmaking, inks and

dyes, cabinetmaking

Economics, Econometrics

Electro-optics

Engineering

— aeronautical

— aerospace

— civil

— design

— electrical/electronic

— general

— industrial

— mechanical

— nuclear

— structural

English

Finance

Foreign Languages

Foreign Area Studies

Geography

Graphic Design, Illustration

History

Human Resource Management

Imagery Analysis

International Relations

Journalism

Languages

Laser Technology

Law

Library, Documentation Science

Life Sciences

Mathematical Science

Mathematics

Medicine

Microelectronics

Military Science

Modeling and Simulation

Photogrammetry

Photography, Video

Physics

Political Science

Power Source, Storage Technology

Psychiatry

Psychology

Public Administration

Radar, Antenna Design

Satellite Technology

Sensing Technology

Signal Processing, Analysis

Social Science

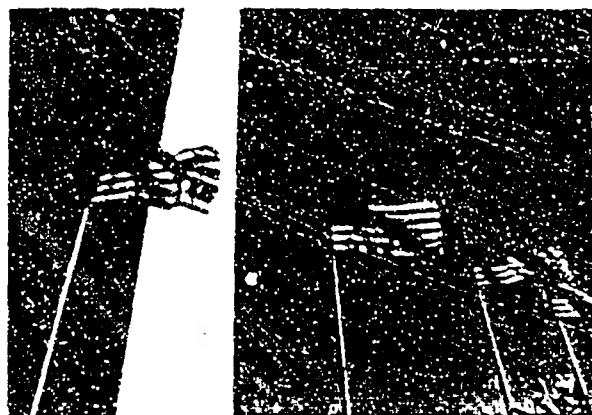
Telemetry

Training



## A UNIQUE CAREER WITH REWARDS AND CHALLENGES YOU WON'T FIND ANYWHERE ELSE

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Career development flexibility is a major attraction of CIA — an attractive career and encouraging challenge. Advancement is as rapid as merit and performance warrant.

Education and training are available through CIA and with dozens of courses of study available through the CIA and its universities. Medical care is always available and excellent recreation facilities are provided at many locations. Many positions are in the beautiful northern Virginia suburbs of Washington, D.C., with beaches and mountains only a few hours away and all the cultural and cosmopolitan activities of the nation's capital close at hand.

CIA personnel serving abroad receive special advantages in cost of housing, education for dependents, medical care, and many other considerations.

Beyond the financial considerations of a good pay scale, beyond the security of government benefits, and the amenities of a large federal agency, is the very personal reward of serving our country. For many, this is a primary consideration. For others, there is also the challenge of working with the most advanced state-of-the-art technologies and scientific equipment and techniques. Still other men and women enjoy the rewards of being uniquely aware of up-to-the-minute world events — participating in them, reporting their implications to the nation's policymakers, and helping shape the future. For all, there is the stimulation of working in cooperation with other highly skilled and dedicated people.

For everyone at CIA, the rewards are a combination of these considerations, personal and professional. CIA people are part of an honorable tradition going back to the first chapters of our history, preserving peace and security through vigilance and intelligence.

## TOP-QUALITY MEN AND WOMEN ARE ALWAYS NEEDED

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### Academic and Career Enhancing Opportunities for Students

If you are an experienced professional or college student interested in employment with the CIA and a U.S. citizen, we invite you to contact one of our personnel representatives listed on the following page for information on employment opportunities. We ask that you provide us a comprehensive resume outlining your relevant qualifications, educational background, and work experience. The CIA, as an Equal Opportunity Employer, encourages applications from U.S. citizens of all races, creeds, and ethnic backgrounds.

Because of the sensitive nature of our work, applicants must undergo security background and medical evaluations as well as a polygraph examination. Applicants should apply well before they would be available for employment because the entire application process can take six or more months to complete.

Summer internships and cooperative education programs are available for undergraduate as well as graduate students, offering flexible schedules, diverse work opportunities, and tuition assistance. The programs enhance students' academic study while enabling CIA to assess potential for permanent employment. Salaries are competitive with those paid in the private sector. Interested individuals should contact a personnel representative.

**Coordinator for Student Programs**

PERSONNEL DIVISION



**Personnel Representative**

P.O. Box 4688  
Atlanta, GA 30302  
(404) 331-6669

**Personnel Representative**

P.O. Box 1920  
General Mail Facility  
Boston, MA 02205  
(617) 565-5559

**Personnel Representative**

P.O. Box 2144  
Chicago, IL 60690  
(312) 555-0511

**Personnel Representative**

P.O. Box 3009  
Cincinnati, OH 45201  
(513) 684-5861

**Personnel Representative**

P.O. Box 50397  
Dallas, TX 75250  
(214) 767-8550

**Personnel Representative**

P.O. Box 35425  
Denver, CO 80238  
(303) 588-1999

**Personnel Representative**

P.O. Box 3127  
South El Monte, CA 91733  
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**Personnel Representative**

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**Personnel Representative**

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**Personnel Representative**

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